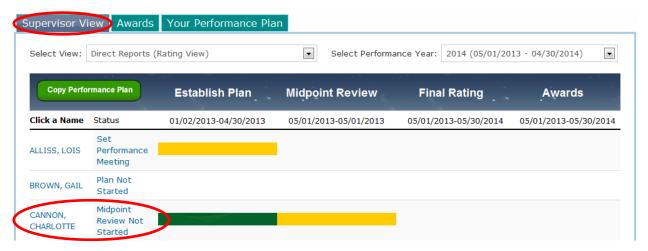
Tracking Performance - Supervisor

Adding Performance Notes

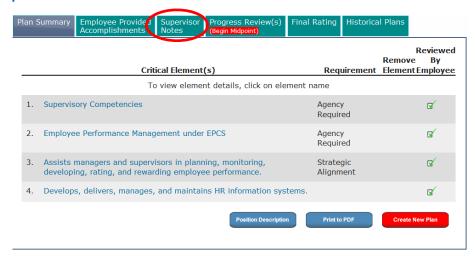
1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal: https://hr.nasa.gov/

Note: SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

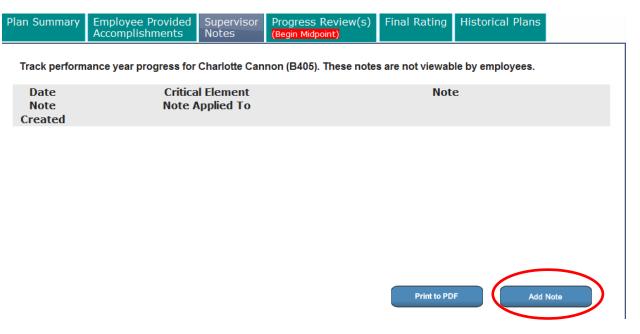
- 2. Click the Supervisor View tab (if not already selected)
- 3. Select an employee whose status is Midpoint Review Not Started



4. Click the Supervisor Notes tab



5. Click Add Note



6. Enter the performance note in the text field provided

Track a new Note for Performance Year 2014

Use this section to record your feedback on observable behavior, tasks accomplished or feedback from customers' received on Charlotte Cannon (B405) during the performance year. The feedback entered is only visible to you within SPACE.

Note:



Select Critical Element(s) note is applied to:

Supervisory Competencies
Employee Performance Management under EPCS
Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.
Develops, delivers, manages, and maintains HR information systems.

7. Click the checkbox to select the performance element to which this note applies

Cancel

Save Note



Note: You will be able to copy these notes into your progress reviews or the employee's final rating, and edit them there to provide written feedback that is stored in SPACE.

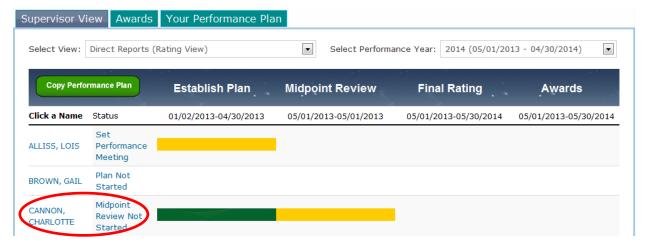
Note: The employee cannot see your notes. However, your notes could be viewed by higher level managers and remember that any records you keep could eventually be released in connection with a complaint or litigation. Make sure your notes are always recorded in a factual way, in an appropriate tone, etc.

Reviewing Employee Provided Accomplishments

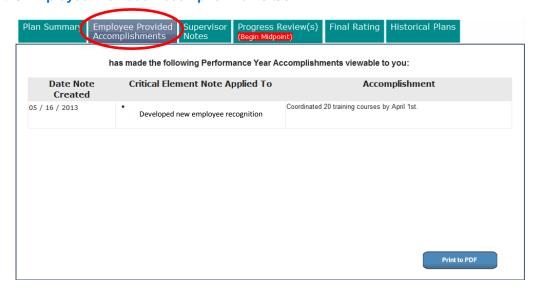
1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal: https://hr.nasa.gov/

Note: SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

- 2. Click the Supervisor View tab (if not already selected)
- 3. Select an employee whose status is Midpoint Review Not Started



4. Click the Employee Provided Accomplishments tab



5. If the employee has designated the accomplishment as "Viewable by Rating Official", you will be able to observe the accomplishment(s) in this section

Note: You will be able to copy these accomplishments into your progress reviews or the employee's final rating, and edit them there to provide written feedback that is stored in SPACE.